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CONFIDENTIAL EXIT INTERVIEW QUESTIONNAIRE Cathlamet Edgewood City School District

Please print or in handwriting, name about your employment with the Cathlamet Edgewood City School District by responding to the questions below. The information you give will be used to evaluate the work environment and make changes or improvements where needed. Information you provide will remain confidential.

- Number of years with CECSO: _____
- Position at CECSO: _____
- Was your decision to leave CECSO based upon any of the following? (Mark one answer only)
 - To work in another job, district, business and/or industry
 - Self-employment
 - Return to school
 - Spouse relocation
 - Family circumstances
 - Health
 - Retirement
 - Other (please describe) _____
- Do you have another position? Yes No
- Will you be doing the same type of work? Yes No
- Will you be employed in a public agency? Yes No
- How your new job provides: (Mark up to three answers, Number your answers 1, 2, 3 according to the degree of importance to you relative to your CECSO.
 - More interesting work
 - More money
 - More prestige
 - Better location
 - Better facilities
 - Better opportunity for advancement
 - Other advantages _____

Advantages of internet

Advancement of communication	Availability of Information	Global audience	Nonstop 24/7
Immediate distribution of information	Less expensive	Feedback from client	Outsourcing
Online job portal	Online newspaper	Online training	Online money transfer
Result in online	Entertainment	Social Networking	Access to Service
E-commerce / shopping	Download Software	Educational Resource	Low cost marketing
Online survey	Online chat	Email	File Sharing
Earn Money	Promote Product	Increase news cycles Speed	Powerful Search Engines
Availability of Research Report	Resource on almost every subject	Question and answer	Distribute product Catalogs
	Discussion Forums	Book	



Advantages and disadvantages of centralisation pdf. What is centralization advantages and disadvantages. Centralisation and decentralisation advantages disadvantages. Advantages and disadvantages of centralisation in business. What is the disadvantage of centralization. What is advantage of centralization. Advantages and disadvantages of centralisation process.

Definition: Centralization refers to that organizational structure where decision-making power is confined to the top management, and the subordinates need to follow the instructions of their seniors. Centralization of authority is essential for the small-scale organizations which lack resources and finance. Example: A person running a departmental store appoints a manager, a cleaning staff, a salesperson and a helper. The owner delegates the work among the staff according to their skills and positions. However, he retains the decision making authority related to display, discounts, offers, stock, orders, workers' salary, leaves and increment with him. He also keeps firm control over the routine activities of the staff and instructs them from time to time. This type of organization has a decentralized structure where the owner is the decision-maker, and the staff has to follow his instructions. Content: Centralization Factors Advantages Disadvantages Conclusion Factors Determining Centralization of Authority In small organizations, the owner or the top management is responsible for making all the business decision solely. Whereas, the delegation of work among the subordinates takes place; therefore, centralization persists in these business units. The following factors result in the centralization of the organization: Nature of Organization: When the organization is generally a sole proprietorship or partnership entity with less number of employees to be managed, it can have a centralized system. Size of the Organization: The organization which are small in size and operating on a small scale can be efficiently managed by the top management hence following a centralized system. Nature of Task: The organizations engaged in business operations which does not require much expertise or specialization, can be managed through centralization. Delegation Ability: The capability of the management to delegate the responsibilities to the subordinates while keeping the charge in their hand is another factor determining the organizational structure. Employee's Efficiency: If the employees lack skills and efficiency to take up the responsibility and accountability of the work to be performed, the management will go for centralization of the organization. Advantages of Centralization You must be wondering; What is the need for centralization of authority in an organization? Why can't all the organizations be decentralized? Yes, centralization and decentralization are equally crucial for a business. The reasons for which some o organizations mainly centralizes its structure are as follows: Cost Efficient: The management need not spend much on the office and administrative expenses in a centralized organization. Even the cost of hiring experts and highly experienced personnel at each level is saved due to the centralized decision-making process. Better Command: The management can hold a better command over the subordinates and the subordinates also clearly know whom to follow. There is proper control over the subordinate actions, and the management is well aware of the strengths and weaknesses of the subordinates. Enhances Work Quality: The subordinates are answerable directly to the top management, and therefore they continuously aim at improving the work quality. It also leads to standardization of the process and reduces the wastage. Uniformity in Action: When the control lies in the hands of few, the methods and techniques used are usually the same throughout all the levels and departments, thus encouraging the subordinates to perform uniformly. Focus on Vision: The top management clearly defines and better understand the organizational vision. Therefore, it aligns all the resources, subordinates, activities and strategies towards the achievement of the vision. Proper Coordination: The top management frames a uniform policy for subordinates at different levels, integrate their course of action and ensures coordination among all the subordinates. Disadvantages of Centralization Centralization is not suitable for all type of business organizations. When we talk about a brand like Nestle, it wouldn't have expanded its business to such a vast extent if it had a centralized organizational structure. Let us now discuss the various shortcomings of centralization in an organization: Slows Down Operations: The top management directs the day to day operations, and the subordinates have to report directly to the senior management. At times when there is no managerial staff, the subordinates are unable to take immediate decisions. Thus, resulting in slowing down of business operations. Delays Decision Making: In centralization, the decision-making process slows down since all the decisions are to be taken by the top management. It is not suitable for handling emergencies or unexpected circumstances. Reduces Scope for Specialization: A person cannot specialize in all the activities alone. Therefore, in a centralized structure where all decisions are taken by the top management, the organization lacks specialized supervision and management. Discourages Initiative: The subordinates are given instructions which they need to follow without questioning the decisions of the top management. In centralization, the subordinates are intimidated from giving their input or suggestions. Lacks Adaptability to Change: The centralized organization runs in a conventional manner where the top management is somewhat rigid with its policies, methods and techniques. Thus, it creates a barrier to adopting modern and improved practices for organizational growth. Overburden on Top Management: All the planning and decision-making work is done at the topmost level of management, they control even the day to day operations. Due to this reason, management becomes overburdened and is unable to concentrate on business expansion and growth. Bureaucratic Leadership: Centralization can be seen as a dictatorship by some, where the top management plans every course of action and the subordinates follow the instructions. Problem-solving becomes quite difficult in such circumstances since the decision-maker, and the implementer is two different individuals. Poor Upward Communication: The subordinates are supposed to follow instructions while the least attention is paid towards their suggestions and feedback. All this hinders the upward communication in the organization. Conclusion Centralization is taken as a dominating or dictatorial practice nowadays. The reason may be that the current employees do not like to be ruled. Instead, they feel more comfortable in the organizations which treat employees as their associates and value their knowledge, skills and suggestions. However, from the organizational point of view, centralization is essential to keep a hold over the business activities and operations, especially in the organizations where the employees are not self-disciplined or do possess the required decision-making skills. Centralization is a common occurrence in small enterprises. The success of a small enterprise depends upon the dynamic manager who single-handedly commands the running of the concern. He takes all the decisions himself and entrusts only implementation to the subordinates. There is a direct link between the proprietor and his employees. He personally supervises all managerial functions of production, marketing, financing, etc. In fact, he has no organization other than himself. He is consulted for every type of guidance and his counselling is final. Centralization is generally successful in small-scale enterprises. This is possible because the operations are limited and the proprietor is able to devote personal attention to every activity of the business. This type of management is useful where emergency decisions are to be taken. With the expansion of business the control becomes difficult and the need for decentralization arises. Factors Determining Centralization of Authority: The management of an undertaking may centralize decision-making for the following reasons: 1. Achieving Uniformity of Action: Uniformity of action is possible when decision-making authority is centralized. The decisions taken at the top will be implemented at every level. There may be more than one unit under the same management and it may be desired to have same types of policies and procedures. If the units take their independent decisions then uniformity of action will not be achieved. Under such situations centralized decision-making will enable unity of action. 2. Facilitating Integration: There may be a need to integrate all operations of the enterprise for achieving common objectives. Centralized management will facilitate integration of activities by devising common policies and programmes. 3. Promoting Personal Leadership: The small enterprises grow on the strength and capability of their manager. Even big concerns too depend upon the qualities of their managers during initial periods. The whole authority will be in the hands of the chief executive. This will result in quick decisions and imaginative actions. The manager will acquire more and more skill and experience which will promote their personal leadership. 4. Handling Emergencies: Under uncertain business conditions there is a need to take emergency decisions. Sometimes the existence of small-scale units is endangered if timely actions are not taken. Centralized authority will enable quick and timely decisions from short-term as well long-term perspective. Advantages of Centralization: Following are the advantages of centralization: 1. Standardization of Procedures and Systems: Centralization enables standardization of procedures and systems. It facilitates smooth working in the organization. There is also a consistency in day-to-day working. The consumer service will also improve if standard policies are used. 2. Facilitates Evaluation: When same policies are used for all segments of the enterprise their performance can easily be evaluated. It also helps in comparing the results of different departments. This will bring a sense of competition among various segments. Ultimately the overall performance will improve. 3. Economies: Centralization of management will bring in economies of large scale. There will be a centralized buying and selling. This will enable bulk buying resulting in discounts and savings in transportation expenses. When sales are done in large quantities then customers are offered better terms and low prices. There will be an economy in managerial expenses also. 4. Co-ordination of Activities: Co-ordination of activities of various segments is also facilitated by centralized management. In the absence of centralization, different segments may pursue their independent policies. This may result in disunity and disintegration. Different segments may emphasize their own goals only without bothering about organizational objectives. Centralized management will help in coordinating the work of different segments in such a way that organizational goals are achieved. Disadvantages or Evils of Centralization: Centralization may be useful only up to a certain level and also under certain conditions. Beyond a certain point it creates difficulties in day-to-day working and also restricts the growth of an enterprise. Following are some of the disadvantages of centralization: 1. Destroys Individual Initiative: Centralization revolves around one person only. One man takes all the decisions and decides the modes of implementing them. Nobody is given the authority to use his own judgment even if there are glaring lacunae in the decisions. It destroys initiative of subordinates. They do not make any suggestions and just carry on with whatever has been conveyed to them. 2. Over Burden of Few: This system gives all responsibilities to few persons in the organization. They remain over-burdened with routine work while subordinates do not have sufficient work. The centralization of all powers do not allow the chief executive to devote sufficient time for important tasks of planning, coordinating and motivating. In a decentralized set-up routine matters are left to the subordinates and manager concentrates on important administrative work only. 3. Slows Down the Operations: The operations of the enterprise are slowed down under centralized set-up. All decisions are taken only by one person and his unavailability keeps the matters pending. Even clarifications about decisions are referred to the top which destroys invaluable time in formalities. If the subordinates have powers to interpret decisions then operations can be toned up. Things move very slowly in a centralized set up because everything has to pass through the manager. 4. Distance from Customers: The customers do not come into contact with policy-makers. They meet only those officials who do not have the powers to take decisions. Moreover one person cannot meet and know the reactions of customers regarding products and service. This also comes in the way of intimate understanding of market situations by the chief executive. 5. No Scope for Specialization: Centralization does not offer any scope for specialization. All decisions are taken by one person and he may not be a specialist in all the areas. In the present competitive world there is a need for employing the services of specialists. The specialists will be able to introduce new things in their fields and they may improve the performance of the enterprise. Even if specialists may be employed under centralized set-up they will not be given a free hand in their areas. They will keep on convincing the chief executive who is the ultimate decision-maker. The specialists do not have any role in an organization with centralized authority.

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